

## **Application & Affidavit Instructions**

### **Application**

- Print your name, address, phone number, date of birth, and sign/date the front of the application. (We will be using the phone number given to schedule the exam).
- For steam/boiler licenses mark the grade of the license you are applying for, upgrading to, and/or any power endorsements.
- On the back of the Refrigeration application check the appropriate license type (Freon/ammonia/both). Also, check the appropriate box indicating the applicant's education/experience.
- Completely fill out the "Record of Experience" section (title, employment dates, duties, and employer).
- If filling out the education/training experience section, then completely fill out each section.

### **Affidavit**

- The name of the applicant must be on each affidavit.
- The person who is filling out the affidavit must indicate the dates that they are familiar with the applicant's experience and the type of experience and they must also sign and date each affidavit (filling out all of the contact information).
- Certain steam/boiler grades will allow completion of 80 hours (40 hours of lab work and 40 hours of classroom work) at an approved School of Technology in lieu of experience and in those cases we will need a copy of their certificate from the school.

After completing the forms, mail to:

City of Seattle  
Gas Piping/Refrigeration/Boiler Licensing  
700 5<sup>th</sup> Ave, Suite 2000  
PO Box 34019  
Seattle, WA 98124-4019

After reviewing your application, we will call you to schedule the exam. For additional information, call our Licensing Technician at **(206) 684-5174**.